

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

December Reports and Reminders

Approved by: State Executive Director

**1 Report Policy****A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action**A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal	Distribution
February 1, 2004	County Offices

**Administrative
Reports**

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
Within 3 days of Organizational Meeting	Send a copy of the COC minutes to the State Office. 15-AO (Rev. 3) Par. 157 B
December 31	Emergency Evacuation Plan MS-588R 31-AS (Rev.2) Par.116E Report needs to be done if new office space or new CED since last years report. If information on last years Emergency Evacuation Plan is current, report need not be done.
January 15	Election Information and Media Outreach Report 15-AO (Rev. 3) Par. 240-249

**Compliance/
Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
December 1	Crop Compliance Data Report – 2-CP (Rev. 15), Exhibit 1 and Notice CP-575.
December 10	FSA 569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from November 1 through November 30. Negative reports are NOT REQUIRED .
December 10	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev. 2, Par. 801 and Exhibit 1. This report should cover activity from November 1 through November 30. Negative reports are NOT REQUIRED .

Conservation Reports

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
December 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
December 1	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3)

Farm Loan Programs Reports

The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
December 25	Borrower Training Report OK Notice FLP-343

Outreach Reports

The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are NOT REQUIRED .

Price Support Reports

The following report is to be submitted to the State Office Price Support Section by the date listed below:

Date	Report
December 5	Commodity Loan and LDP Spot Check Report for November. <u>Negative</u> reports are also required.

Production The following are reports to be submitted to the State Office, Production
Adjustment Adjustment Section by the dates listed below:
Reports

Date	Report
December 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.

**Administrative
Reminders**

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of **December**:

Reminder
All eligible claims must be transferred to KCFO by According to 58-FI (Rev.7) Par. 293
December 1 is the Final date for returning completed ballots
Regular session and Executive session COC Minutes begin new numbering for the year on January 1, 2003. Organizational Meetings are Regular session minutes and will start with page number one.
Election Information & Media Outreach Report will be due January 15, 2003 after the Organizational Meeting. Most of the Outreach Information can be drawn from the Quarterly Outreach Information Report.
Employees cannot have a negative A/L balance at the end of Pay Period 26 17-PM (Rev. 2) Par. 56 C

**Compliance/
Peanut
Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of **December**:

Reminder
None

**Conservation
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of **December**:

Reminder
WRP cropland acres are to be updated on an annual basis, by December 31 st . {2-CRP (Rev. 4), subparagraph 69 B}
Conservation cost information shall be placed on OK Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev.1). Counties which hold their COC Meeting during the first 14 days of the month shall set average grazing losses for the prior month. Counties, which had their COC Meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2 CRP, Part 5.
CCC-1200 Status Report to be run at end of the month (2 CONSV, Par. 144 B)
AD-1153 Applications Received Report (GRP) to be run each week and a copy provided to NRCS.

**Farm Loan
Programs
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of **December**:

Reminder
DDs are to email State Default Status Reports and State Past Due Status Reports to the State Office by the monthly DD meeting.

**Price Support
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of **December**:

Reminder
None

**Production
Adjustment
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of **December:**

Reminder
2003 Land Value Survey needs to be completed to reflect land value and rental market conditions existing in the county during December 2003. (Notice AO-1291)
QBOP Overpayment Register must be run every 60 days.